



**OFFICE OF THE DIRECTOR  
DEFENSE RESEARCH AND ENGINEERING  
3040 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-3040**

September 16, 2005

**MEMORANDUM FOR MANAGEMENT OF DREN CONFERENCE ATTENDEES**

**SUBJECT: Authorization Request for Payment of Conference Lodging Costs**

The High Performance Computing Modernization Program Office (HPCMPO), Defense Research and Engineering Network (DREN) annual conference has been planned for October 17, 2005 through October 21, 2005. A contract was signed with the conference hotel in February 2005 for a block of rooms at the February 2005 per diem rate for Charleston, South Carolina. At that time the per diem rate was \$98.00 per night. As of October 1, 2005, the per diem rate for Charleston, South Carolina has been reduced to \$78.00 per night. Contractually, the hotel is not required to reduce the conference lodging rate to match the new per diem rate.

This memorandum requests authorization from attending organization management to allow government and/or contractor attendees to stay at the Embassy Suites for the term of the conference at the contracted lodging rate of \$98.00 (25% over the per diem rate).

If there are any questions regarding this notice I can be reached by phone at (703) 812-8205 or by email at [rjohnson@hpcmo.hpc.mil](mailto:rjohnson@hpcmo.hpc.mil).

A handwritten signature in black ink, appearing to read "Rodger Johnson", is positioned above the printed name.

Rodger Johnson  
DREN Program Manager  
High Performance Computing  
Modernization Program